

C O N F I D E N T I A L

DDA 85-0764

4 March 1985

MEMORANDUM FOR: Special Support Assistant to the DDA

FROM : Harry E. Fitzwater
Deputy Director for Administration

SUBJECT : Delegations of Authority

1. This memorandum confirms delegations of authority from the Deputy Director for Administration to the Special Support Assistant to the Deputy Director for Administration (SSA/DDA). This section confirms and updates specific delegations of approving and authorizing authority previously granted to the SSA/DDA by the Deputy Director for Administration (as well as DD/S and DD/M&S).

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NONSTANDARD TOURS OF DUTY ABROAD

Nonstandard tours of duty of at least 12 months but not more than 48 months in duration may be approved by the Director of Personnel upon written request by an Operating Official with the concurrence of the Deputy Director(s) concerned. Nonstandard tours may be approved for application to a post, to a specified group of employees at a post, or to an individual; however, it is expected that the use of non-standard tours will be kept to the absolute minimum and utilized only to meet unusual requirements that cannot be accommodated through the use of standard tours.

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RETURN PRIOR TO END OF TOUR OF DUTY

Upon the request of an Operating Official and the Head of the employee's Career Service, the Deputy Director concerned, or the single senior officer specifically delegated this authority, may, with the concurrence of the Director of Personnel or the Deputy Director of Personnel, approve the

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